

Yesler Terrace Parking Reservations

For occasional visitors to Yesler, we have set up a parking reservation system in Outlook for two parking spaces. Here are some key points:

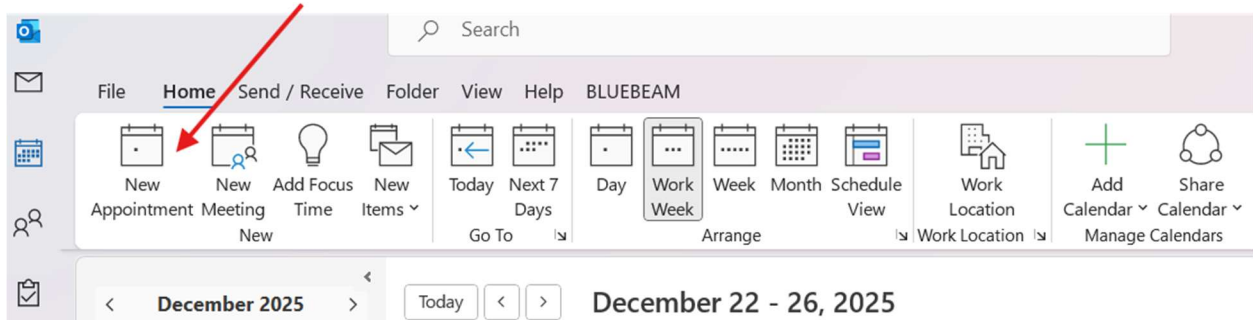
1. **Prior to using the parking reservation system, you must submit a Yesler Terrace Visitor Parking Registration form.** Once your request is processed, your access card will be updated to add the Yesler parking garage.
2. The maximum reservation time is 3 hours.
3. No recurring reservation series are allowed.
4. Park in any available space on the lower parking level (P2 employee parking).
5. Print and display the reservation acceptance on the dashboard of your car.

Instructions

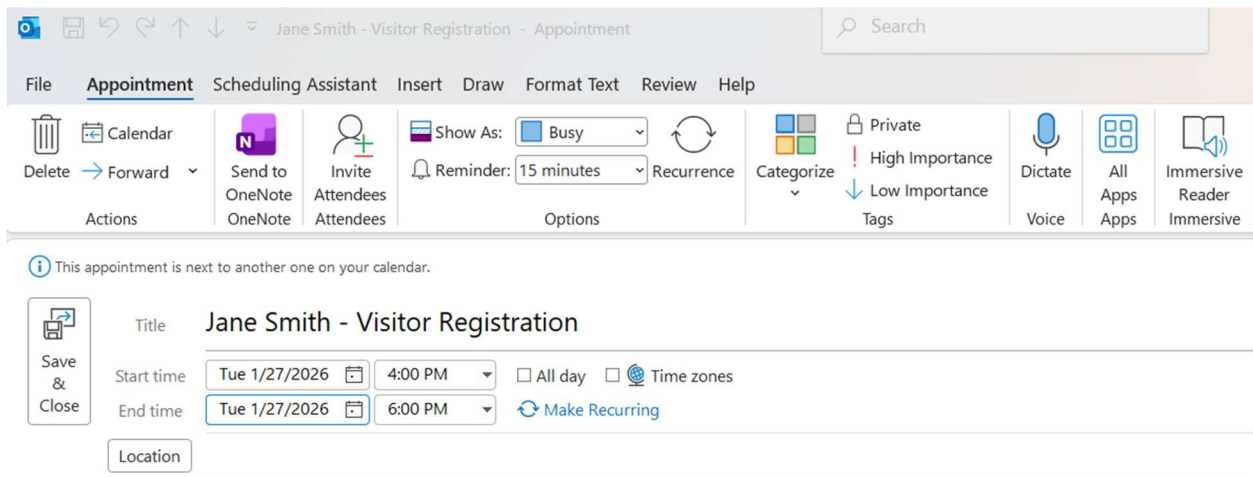
1. Open the Outlook calendar and select “**New Appointment**”.
2. Fill in the details of the **Date, Start and End Time, and descriptive Title** for the reservation e.g. “Jane Smith - Visitor Reservation”.
3. Select the “**Location**” button to select a visitor space. Type in “**Yesler**” and press enter on the keyboard to search for visitor parking spaces. The two options are:
 - Yesler – Visitor Parking 1
 - Yesler – Visitor Parking 2
4. Double click on the visitor space you want to reserve and select the “**OK**” button.
5. The meeting invite will now show the selected visitor space in the “Required” and “Location” lines.
6. Select the “**Scheduling Assistant**” menu to check if the visitor space is available for the requested time. A blue bar indicates times that the visitor space is booked. If the visitor space is available, select “**Send**” to make the reservation.
7. **You will receive an email accepting the reservation if there are no conflicts.**
8. **If there is a conflict and the reservation is declined, you will need to cancel the appointment and create a new one with a visitor space that is available.** You will still see the appointment on your calendar (it still shows up because you can attend, even if the visitor space can’t).
9. **Print the reservation acceptance from Outlook and display the reservation acceptance on the dashboard of your car.**

Instructions With Graphics

1. Open the Outlook calendar and select “**New Appointment**”.

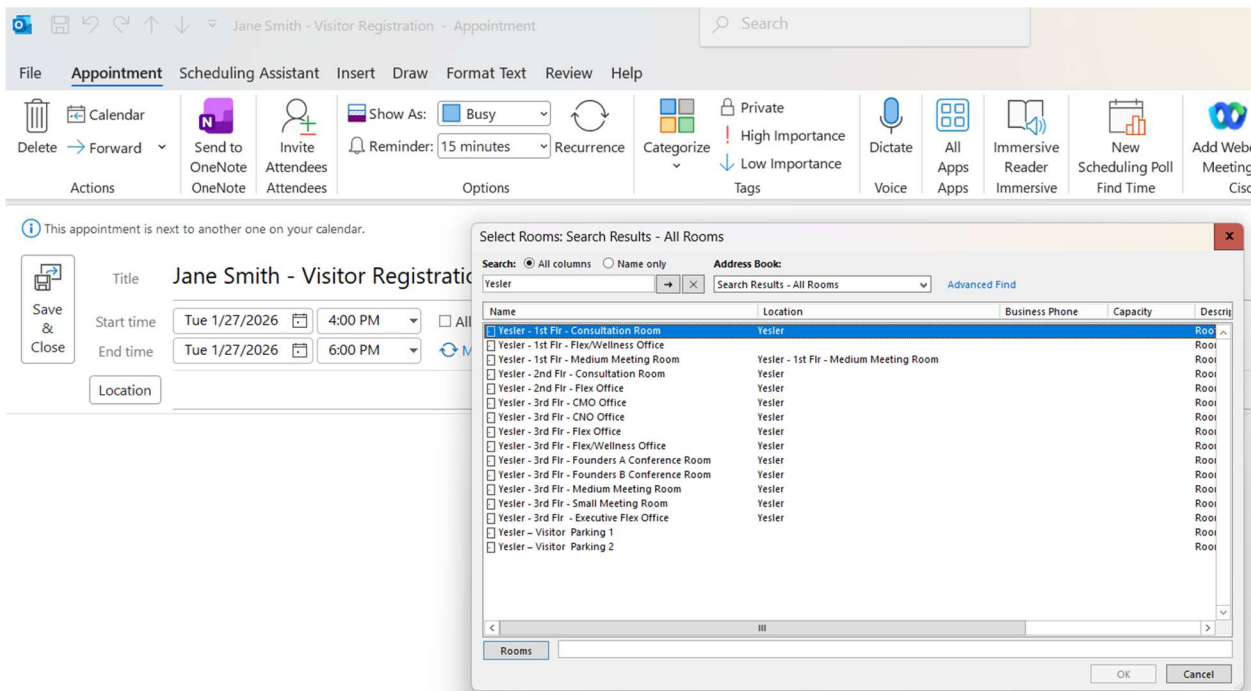
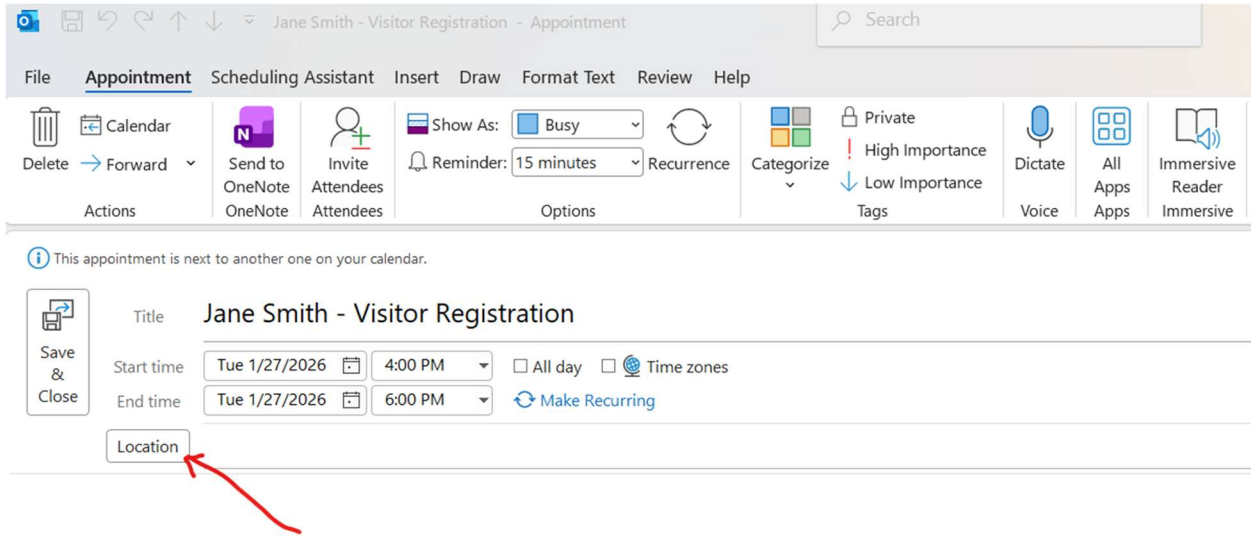


2. Fill in the details of the **Date, Start and End Time, and descriptive Title** for the reservation e.g. “Jane Smith - Visitor Reservation”.



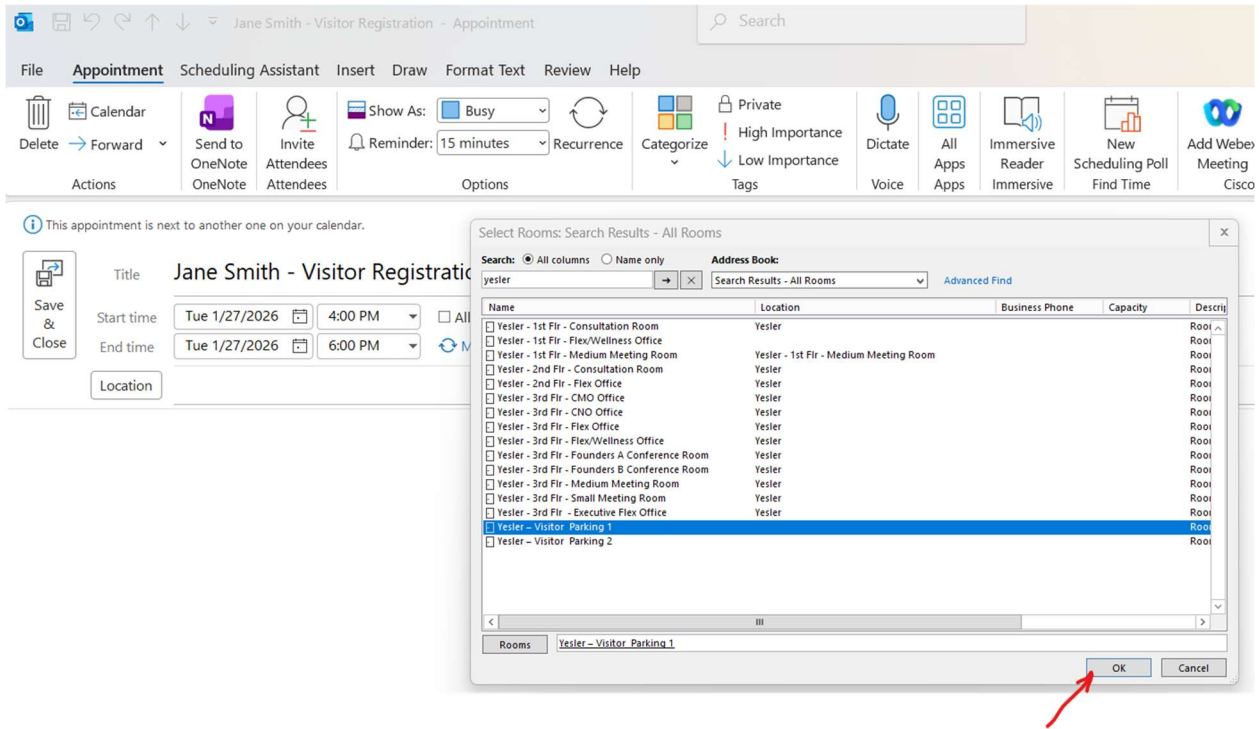
Yesler Terrace Parking Reservations

3. Select the “**Location**” button to select a visitor space. Type in “**Yesler**” and press enter on the keyboard to search for visitor parking spaces. The two options are:
 - a. Yesler – Visitor Parking 1
 - b. Yesler – Visitor Parking 2

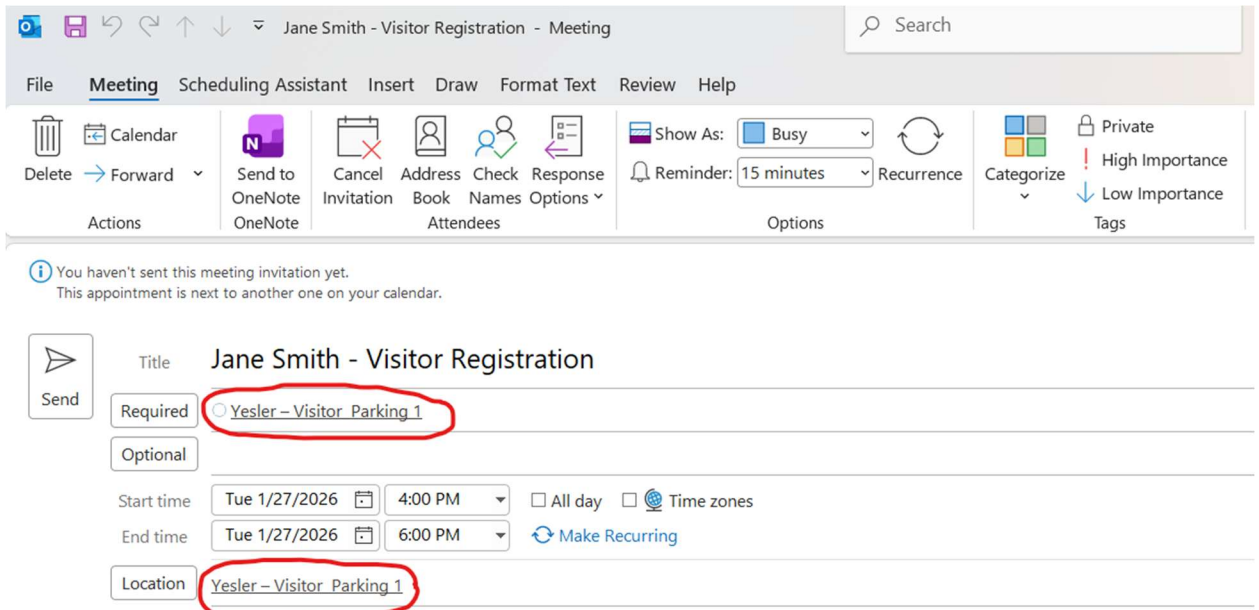


Yesler Terrace Parking Reservations

4. Double click on the visitor space you want to reserve and select the “OK” button.



5. The meeting invite will now show the selected visitor space in the “Required” and “Location” lines.



Yesler Terrace Parking Reservations

6. Select the **“Scheduling Assistant”** menu to check if the visitor space is available for the requested time. A blue bar indicates times that the visitor space is booked. If the visitor space is available, select **“Send”** to make the reservation. In this example, the visitor space is available from 4:00 to 6:00 PM.

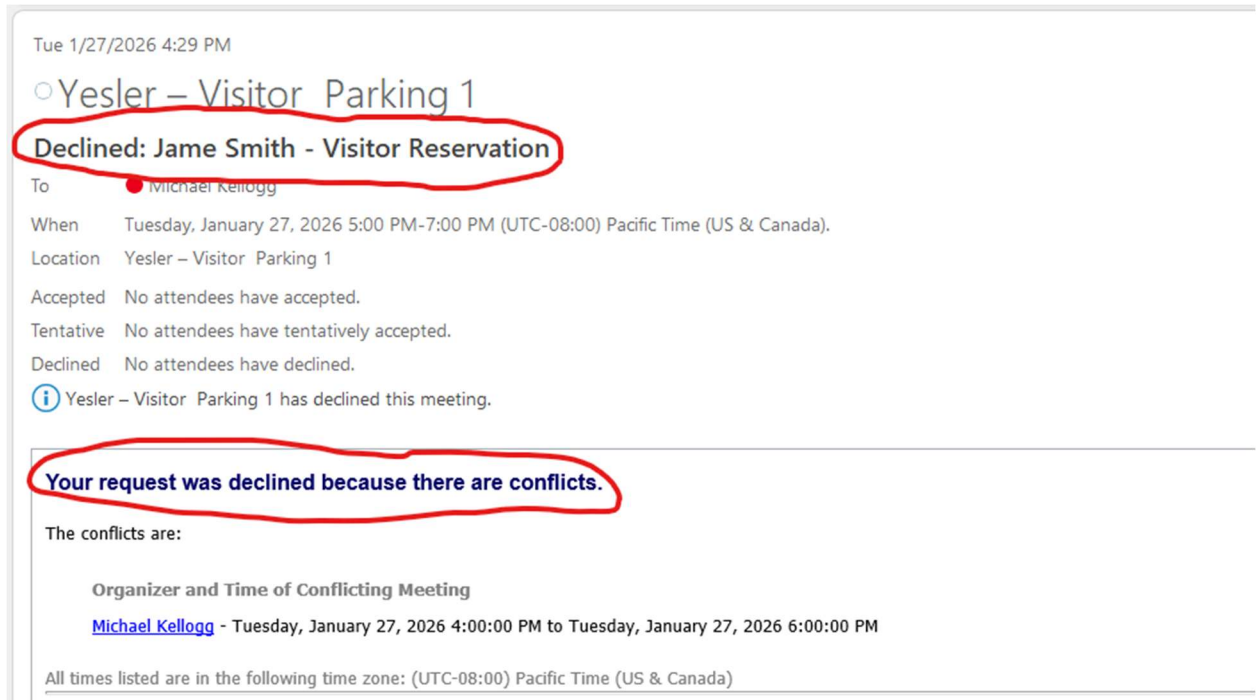
The screenshot shows the Outlook Scheduling Assistant interface. The menu bar includes 'File', 'Meeting', 'Scheduling Assistant', 'Insert', 'Format Text', 'Review', and 'Help'. The 'Scheduling Assistant' menu is highlighted with a red circle. Below the menu bar, there are icons for 'Refresh Availability Scheduling', 'AutoPick', 'Add Attendees', 'Add Rooms', 'Room Finder', and 'Options'. The main area shows a meeting titled 'Yesler - Visitor Parking 1' with a start time of 4:00 PM and an end time of 6:00 PM on Tue 1/27/2026. The 'Send' button is visible. The calendar grid shows the time slots from 7 AM to 6 PM. A blue bar indicates the reservation time. A red circle highlights the 'Yesler - Visitor Parking 1' resource in the attendee list. Another red circle highlights the empty space in the calendar grid for the requested time slot.

7. You will receive an email accepting the reservation if there are no conflicts.

The screenshot shows an Outlook email notification for the meeting 'Yesler - Visitor Parking 1' on Tue 1/27/2026 at 4:25 PM. The email subject is 'Accepted: Jane Smith - Visitor Registration'. The recipient is Michael Kellogg. The email content includes the meeting details and a status message: 'Your request was accepted.' A red circle highlights the subject line, and another red circle highlights the status message.

Yesler Terrace Parking Reservations

- If there is a conflict and the reservation is declined, you will need to cancel the appointment and create a new one with a visitor space that is available.** You will still see the appointment on your calendar (it still shows up because you can attend, even if the visitor space can't).



Tue 1/27/2026 4:29 PM

○ Yesler – Visitor Parking 1

Declined: Jame Smith - Visitor Reservation

To [Michael Kellogg](#)

When Tuesday, January 27, 2026 5:00 PM-7:00 PM (UTC-08:00) Pacific Time (US & Canada).

Location Yesler – Visitor Parking 1

Accepted No attendees have accepted.

Tentative No attendees have tentatively accepted.

Declined No attendees have declined.

i Yesler – Visitor Parking 1 has declined this meeting.

Your request was declined because there are conflicts.

The conflicts are:

Organizer and Time of Conflicting Meeting

[Michael Kellogg](#) - Tuesday, January 27, 2026 4:00:00 PM to Tuesday, January 27, 2026 6:00:00 PM

All times listed are in the following time zone: (UTC-08:00) Pacific Time (US & Canada)

- Print the reservation acceptance from Outlook and display the reservation acceptance on the dashboard of your car.**